

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 189

Alexandria, VA

1 September 2002

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 September 2002 unless otherwise indicated.

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This change includes all material written in MAP Items 52-01; 23-02(E) and editorial changes U02013 through U02015 and U02019. Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 188 cover page.

BRIEF OF REVISION

These are the major changes made by Change 189:

U2145-B. Clarifies that a traveler is not entitled to per diem if the 180 day waiver is not approved. Currently the JFTR and JTR state that a waiver is required for TDY in excess of 180 days but does not state the consequences if the waiver is not obtained. The Comptroller General has ruled that per diem must cease as of the 181st day if exceeding the 180 day limitation has not been approved.

Chapter 3, Part G; U7030. Permits DoD uniformed personnel and DoD civilian employees to be reimbursed for parking expenses at a PDS or TDY site, when they are assigned to duty as a recruiter for any of the armed forces; at a military entrance processing facility of the armed forces; or detailed for instructional and administrative duties at any institution where a unit of the Senior ROTC is maintained.

U4520-B4n; T4040-E9n. Explains that reimbursement of late check-out fees for lodging may be authorized/approved.

U5372-C2a. Corrects a paragraph reference to a list that determines if a member may qualify for an additional HHG move.

Appendix A Adopts some editorial changes made to the definition of household goods in the JTR.



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VOLUME 1

JOINT FEDERAL TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JFTR" in the Introduction. Single sheets are not available.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
176	i	189	U3G-1	187	U5B-7	183	U5D-35	166	U6A-13
176	iii	181	U4-i	181	U5B-9	189	U5D-37	166	U6A-15
188	v	180	U4-iii	185	U5B-11	183	U5D-39	174	U6A-17
171	vii	175	U4-v	185	U5B-13	183	U5D-41	174	U6A-18-1
181	U-i	159	U4A-1	185	U5B-15	185	U5D-43	177	U6A-19
181	U-iii	181	U4B-1	181	U5B-17	183	U5D-45	166	U6A-21
183	U1-i	180	U4B-3	180	U5C-1	185	U5E1-1	166	U6B-1
188	U1A-1	181	U4B-4-1	187	U5C-3	183	U5E1-3	166	U6B-3
188	U1A-3	181	U4B-5	181	U5C-5	183	U5E1-5	173	U6B-5
185	U1A-5	168	U4B-7	187	U5C-7	181	U5E1-7	173	U6B-7
183	U1B-1	182	U4B-9	181	U5C-9	181	U5E1-9	173	U6B-9
183	U2-i	184	U4B-11	176	U5C-11	185	U5E1-11	173	U6B-11
180	U2-iii	184	U4B-13	174	U5C-13	180	U5E2-1	173	U6B-13
183	U2A-1	153	U4B-15	187	U5C-15	187	U5E2-3	173	U6B-15
189	U2B-1	174	U4B-17	185	U5C-17	185	U5E2-5	177	U6B-17
189	U2B-3	165	U4C-1	183	U5C-19	171	U5F-1	173	U6B-19
182	U2C-1	165	U4C-3	171	U5C-21	181	U5F-3	175	U7-i
182	U2C-3	174	U4C-5	171	U5C-23	174	U5F-5	182	U7-iii
173	U2D-1	165	U4C-7	187	U5C-25	183	U5F-7	182	U7-v
176	U2E-1	165	U4C-9	187	U5C-27	174	U5F-9	185	U7-vii
186	U2F-1	184	U4D-1	186	U5C-29	171	U5F-11	185	U7-ix
184	U2G-1	153	U4E-1	186	U5C-31	185	U5G-1	157	U7A-1
166	U2G-3	184	U4F-1	186	U5C-33	185	U5G-3	184	U7B-1
182	U2G-5	189	U4F-3	187	U5C-35	185	U5G-5	189	U7C-1
187	U2H-1	189	U4F-5	187	U5C-37	185	U5G-7	168	U7D-1
188	U3-i	169	U4G-1	170	U5D-1	185	U5G-9	168	U7E-1
189	U3-iii	180	U4H-1	170	U5D-2-1	188	U5H-1	187	U7F1-1
184	U3A-1	159	U4H-3	188	U5D-3	185	U5H-3	157	U7F2-1
184	U3A-3	166	U4H-5	188	U5D-5	185	U5H-5	169	U7F3-1
186	U3B-1	166	U4H-7	188	U5D-7	185	U5H-7	174	U7G-1
188	U3B-3	159	U4I-1	188	U5D-9	184	U5I-1	184	U7G-3
156	U3B-4-1	142	U4I-3	174	U5D-11	171	U5J-1	184	U7G-5
184	U3B-5	187	U5-i	188	U5D-13	185	U5J-3	181	U7G-7
179	U3B-7	187	U5-iii	188	U5D-14-1	183	U5J-5	183	U7G-9
179	U3B-9	186	U5-v	174	U5D-15	183	U5J-7	154	U7G-11
182	U3B-11	186	U5-vii	174	U5D-17	183	U5J-9	187	U7H-1
181	U3B-13	186	U5-ix	164	U5D-19	168	U6-i	187	U7H-3
181	U3B-15	186	U5-xi	180	U5D-21	177	U6-iii	187	U7H-5
187	U3C-1	186	U5-xiii	185	U5D-23	179	U6A-1	187	U7H-7
185	U3D-1	180	U5A-1	185	U5D-25	179	U6A-3	187	U7H-9
184	U3D-3	187	U5A-3	183	U5D-27	179	U6A-5	157	U7I-1
183	U3E-1	185	U5A-5	185	U5D-29	179	U6A-7	177	U7J-1
185	U3E-3	187	U5B-1	183	U5D-31	179	U6A-9	160	U7K-1
170	U3F-1	184	U5B-3	183	U5D-32-1	179	U6A-10-1	168	U7L-1
166	U3F-3	184	U5B-5	183	U5D-33	166	U6A-11	168	U7M-1

Change 189
9/1/02

	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
169		179	U9D-1	181	K-9	176	P-1	
170		170	U9D-3	181	K-11	173	Q-1	
171		183	A-1	181	K-13	173	R-1	
172		184	A-3	181	K-15	186	S-1	
173		174	A-5	181	K-17	186	S-3	
174		172	A-7	167	L-1	178	T-1	
175		183	A-9	167	L-3	178	T-3	
176		189	A-11	169	L-5	171	U-1	
177		189	A-13	173	L-7	88	i-1	
178		183	A-15	184	M-i	88	i-3	
179		177	A-17	184	M-1	88	i-5	
180		177	A-19	184	M-3	88	i-7	
181		187	A-21	184	M-5	88	i-9	
182		187	A-23	184	M-7	88	i-11	
183		187	A-25	184	M-9	88	i-13	
184		185	A-27	184	M-11	88	i-15	
185		185	A-29	184	M-13	88	i-17	
186		174	B-1	184	M-15	88	i-19	
187		138	C-1	184	M-17	88	i-21	
188		174	D-1	184	M-19	88	i-23	
189		160	E-1	184	M-21			
190		188	E-3	184	M-23			
191		188	E-5	184	M-25			
192		179	E-7	184	M-27			
193		184	E-9	168	N-1			
194		184	E-10-1	168	N-3			
195		182	E-11	186	N-5			
196		181	E-13	188	O-1			
197		181	E-15	185	O-2-1			
198		178	F-1	185	O-3			
199		133	F-3	181	O-5			
200		176	G-1	180	O-6-1			
201		176	H-1	184	O-7			
202		176	I-1	189	O-9			
203		172	J-1	183	O-11			
204		173	J-3	183	O-12-1			
205		173	J-5	179	O-13			
206		181	K-1	181	O-15			
207		181	K-3	180	O-17			
208		181	K-5	173	O-19			
209		181	K-7	163	O-21			

PART B: TRAVEL ORDERS

U2100 GENERAL

A travel order used for reimbursement of travel and transportation expenses is a written document issued or approved by the Secretarial Process directing a member or a group of members to travel between designated points. The travel order establishes the conditions for official travel and transportation at Government expense, and provides the basis for the traveler's reimbursement. A travel order should be issued before the travel is performed. Reimbursement for travel is not authorized when the travel is performed before receipt of written or oral orders.

Generally, a written travel order is not necessary when:

1. travel is performed within the limits of a PDS or in the immediate vicinity of such station (local travel); and
2. it is known that the travel claim shall involve only reimbursement for commercial transportation or Motel for the use of a POC approved as being more advantageous to the Government.

If a travel order is not issued for local travel, approval on the voucher is sufficient for reimbursement purposes.

U2105 AUTHORIZATION/APPROVAL AND RETROACTIVE MODIFICATION

Some allowances may be authorized only in advance of travel. Other allowances may be approved after travel is completed. Other allowances may be authorized and/or approved. See Appendix A for definitions of "authorize" and "approve". Approval after the fact, when permitted, does NOT constitute 'retroactive modification' or an order to create, change, or deny an entitlement. Except to correct or to complete an order to show the original intent, a travel order shall not be revoked or modified retroactively to create or deny an entitlement (44 CFR 101-11.6 (1944)). (*Ex: It would be improper to amend a travel order to 'un-authorize' POC travel, after travel had been completed, that the travel order had clearly permitted.*) See par. U4125-A3 regarding the effect of allowable meals on per diem rates.

U2115 ORDERS FOR TRAVEL AND REIMBURSEMENT

A. Written Orders. A written order issued by competent authority is required for reimbursement of expenses incurred to official travel. For the purpose of reimbursement, a written order that quotes or references an authorized order to initiate the order is a competent order.

B. Oral Orders. Urgent or unusual situations may require that official travel begin or be performed before a written order can be issued. Under these circumstances an oral order, conveyed by any medium including electronic mail, may be given. When this occurs, the order-issuing official shall promptly issue a confirmatory written order.

1. given in advance of travel;
2. subsequently confirmed in writing giving the date of the oral order; and
3. approved by competent authority.

meets the requirement for written orders.

C. Orders Not Originated by Competent Authority. Travel orders issued under unusual conditions and not originated by competent authority must be approved by the order-issuing official before reimbursement of travel expenses.

U2135 ITINERARY VARIATION

Travel orders may include authorization/approval for itinerary variation to permit:

1. omission of travel to places stated in the travel order;
2. changes in the order of places to be visited.

3. changes in the original specified time at a place stated in the travel order, and/or
4. travel to additional places not shown in the travel order.

Generally, the purpose of a trip and places of TDY are known when a travel order is issued. Variation in itinerary should not be substituted for adequate advance planning. This authority is not a blanket travel authorization.

U2140 EFFECTIVE AND EXPIRATION DATE OF CERTAIN TYPES OF ORDERS

A. Amended, Modified, Canceled or Revoked Orders. When determining the entitlement to allowances for travel and transportation under PCS orders that are amended, modified, canceled or revoked before their effective date, the orders are considered as effective:

1. when received by the member for travel performed by the member or dependents, or
2. for any transportation of HHG, mobile homes or POVs begun or completed,

even though leave, delay, proceed time, or TDY en route is involved.

NOTE: See par. U2105.

B. Blanket or Repeated Travel Orders. Blanket or repeated travel orders do not expire upon the member's return to the PDS. They continue in effect until expiration by time limit, by automatic cancellation upon PCS, or revocation.

NOTE: Blanket travel orders are not used in DTS.

C. Time Limitation for PCS Orders. Unless otherwise prescribed in this Volume, a member's PCS orders are valid while the orders remain in effect and prior to receipt of further PCS orders (45 Comp. Gen. 589 (1966)).

U2145 TIME LIMITATIONS FOR PERIODS OF TDY

A. 180-Day Time Limitation. Except when authorized under par. U2145-B, TDY assignments at any one location are limited to periods of 180 or fewer consecutive days (36 Comp. Gen. 757 (1957)). Bona fide assignment extensions that, when added to the originally authorized period, total 181 or more consecutive days may be directed. Extensions are limited to those cases in which there has been a definite change or unforeseen delays were encountered. This limitation does not apply to:

1. personnel under TDY orders assigned to military units deployed afloat as indicated in pars. U4102-J and U4102-M;
2. personnel assigned to TDY periods at more than one location that total 181 or more days if the duty period at each location is 180 or fewer days; or
3. personnel TDY for training periods less than 140 days (20 weeks), including personnel extended due to additional/extended instruction.

NOTE: Assignment to a course of instruction of 140 or more days (20 or more weeks) at one location is a PCS (see Appendix A, definition of PERMANENT (DUTY) STATION), except when the course is authorized as TDY under par. U2146-B.

*B. TDY Periods in Excess of 180 Consecutive Days. When mission objectives or unusual circumstances require TDY at one location for more than 180 consecutive days, the appropriate authority must determine if TDY of greater than 180 days is appropriate (38 Comp. Gen. 853 (1959)). A written request and justification must be forwarded to the appropriate authority as soon as practicable. This determination should be made before the order is issued. If the situation does not permit determination before order issuance, the order may be issued and the case submitted immediately to the appropriate authority who must:

1. Approve the order as written, or

2. Direct the order be amended to:
 - a. terminate the duty thereby returning the member to the old station or assigning a new station.
 - b. change the assignment from TDY to a PCS, or
 - c. fix the period at 180 or fewer days from the reporting date at the TDY station.

NOTE 1: *Authorization/approval to exceed the 180-day TDY limitation is essential. If a member is TDY in excess of 180 days without authorization/approval, the member's per diem stops as of the 181st day (54 Comp. Gen. 368 (1974) and B-185987, November 3, 1976).*

NOTE 2: *If a Reserve Component member received a Secretarial waiver IAW par. U7150-A4d, a second waiver is not required.*

The appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is the Secretary concerned, the Chief of an appropriate bureau or staff agency specifically designated for that purpose, or Commanders/Deputy Commanders of Unified commands. ***This authority must not be re-delegated.***

U2146 TIME LIMITATIONS FOR PERIODS OF TDY FOR COURSES OF INSTRUCTION

A. TDY for Training Less Than 140 Days (20 Weeks)

1. General Course(s) of instruction at a school or installation with a scheduled duration of less than 140 days (20 weeks) are TDY. No per diem is payable if prohibited by par. U7125-B. If the scheduled duration of the course is 140 or more days, the school or installation is that member's PDS, except when the course is authorized as TDY under par. U2146-B.
2. Scheduled Duration. The "scheduled duration" of a course is the actual period, including weekends, students receive instruction. Intervening holiday periods (e.g., recess for Christmas) and incidental time spent prior to, or following conclusion of, a course are not part of the scheduled course duration (53 Comp. Gen. 218 (1973)).

Example 1: A member is scheduled for training (class is held 5 days a week) for 150 days to a course that normally lasts 139 days. During this time students are given 5 class days (an entire week) off in connection with a holiday. This reduces the 150 day period to 143 days (5 class days plus 2 days for weekend). Students are also given 4 additional class days off on other holidays. Even though the length of time from the class start date to the graduation date is 150 days, the actual training period is 139 days (exclude 11 days - relating to time off for holidays). Therefore, the assignment is a TDY.

Example 2: The scheduled duration for XYZ course is 137 days (19 weeks/4 days) and the member, due to holidays and in/out processing, remains at the training site for 143 calendar days. Since the scheduled duration of the course is less than 140 days, regardless of the individual's time on station, the status is TDY.

3. Extensions. When a member attending a course(s) of instruction of less than 140 days (20 weeks) is assigned additional/extended instruction, the assignment converts to a PCS if the scheduled duration exceeds 139 days including the time remaining on the original order and the additional/extended instruction (B-143017, June 17, 1960; 46 Comp. Gen. 852 (1967); 66 id. 265 (1987)).

Example 1: A member is TDY for training for 133 days. On day 100, the training is extended for an additional 42 days. Since the scheduled duration of training from the date of the extension is less than 140 days (33 days remaining on the original order plus 42 days extension = 75 days), the training continues as TDY.

Example 2: A member is TDY for training for 133 days. On day 33, the training is extended for an additional 42 days. Since the order extends the scheduled duration beyond 139 days, (100 days remaining on the original order + 42 days extension = 142 days), the training location converts to the member's PDS

effective the date of the extension order. Per diem is no longer payable on/after the date of the order directing the additional/extended training.

NOTE: *A member's PCS orders to a course of instruction may not be changed to TDY orders after arrival at the new PDS, unless those orders were erroneously issued.*

Effective 5 December 1997

B. TDY vs. PCS Status for Training Courses of 20 or More Weeks. The Secretary concerned (without delegation) may authorize designated courses (excluding initial entry courses) scheduled for:

1. 20 or more weeks,
2. but not more than 180 days in length

to be attended and completed in a TDY status, rather than in a PCS status. Requests for such action must be forwarded through Service channels to the Secretary and must include course number, description, length, school location, specific Service(s) of attendees, number of attendees who traditionally return to the previous PDS, and written justification for TDY vs. PCS. The status (either TDY or PCS) of all members, regardless of Service affiliation or component, attending a course of instruction of 20 or more weeks must be the same (*Exception: A member assigned permanently at the location of the course immediately before attending is in a PCS status during course attendance. A member who is to be assigned immediately after attending is TDY until the PDS is named.*). For courses attended by multiple Services, the Secretary concerned must obtain agreement from the other affected Service Secretaries before changing the course.

PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE

<u>Paragraph</u>	<u>Contents</u>
U3300	TDY POC Rules A. Policy B. Authorization/Approval C. Official Distances D. PCS Travel by POC
U3305	POC Use on TDY (Advantageous to the Government) A. Mileage Plus Per Diem or AEA B. Reimbursement for Actual Transportation Costs C. Privately-Owned Aircraft other than Airplane D. Mixed Mode Transportation
U3310	POC Use on TDY (Not Advantageous to the Government) A. Mileage Plus Per Diem B. Transportation by Mixed Mode
U3320	POC Use to and From Transportation Terminals or PDS A. Round-Trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal B. Expenses Incurred for Two One-Way Trips To and From a Transportation Terminal C. Member Departs From PDS on TDY D. Two or More Members Travel in Same POC
U3325	POC Use Between Residence and TDY Station
U3335	Expenses Not Reimbursable When Mileage is Payable
U3340	POC Use in and Around PDS or TDY Station

PART E: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE

<u>Paragraph</u>	<u>Contents</u>
U3400	General
U3405	Miscellaneous Expenses
U3410	Taxicab/Limousine Service Use A. To/From Transportation Terminals B. Between Residence and PDS on Day Travel Performed
U3415	Special Conveyance Use A. General B. Selecting a Rental Vehicle C. Reimbursement for Special Conveyance Use D. To/From Carrier Terminals

- E. Between Duty Stations
- F. Special Conveyance Use in and Around PDS or TDY Station
- G. Limited to Official Purposes

- U3420 Bus, Streetcar, and Subway Use**
- A. To/From Transportation Terminals
 - B. Between Residence and PDS on Day Travel Performed
- U3425 Not Used**
- U3430 Courtesy Transportation Use**

PART F: LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION

<u>Paragraph</u>	<u>Contents</u>
U3500	General <ul style="list-style-type: none"> A. Authorization/Approval B. Local Area C. Travel to and From Medical Facilities
U3505	Travel in the PDS Area <ul style="list-style-type: none"> A. General B. Travel by Commercial Means C. Travel by POC
U3510	Travel at the TDY Location <ul style="list-style-type: none"> A. Points of Travel B. Conditions for Entitlement C. Travel by Commercial Means D. Travel by POC
U3535	Travel Between PDS Duty Site and Residence
U3540	Vouchers and Supporting Documents

PART G: PARKING EXPENSES FOR CERTAIN MEMBERS

U3550	General
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Effective 18 June 2002

PART G: PARKING EXPENSES FOR CERTAIN MEMBERS

*U3550 GENERAL

NOTE: See par. U7030 for reimbursement for recruiter itinerary stop parking.

Army, Navy, Air Force, and Marine Corps members are to be reimbursed for that portion of their monthly parking expenses in excess of \$25 but not to exceed the amount that can be excluded from taxable income under federal income tax provisions (\$185 in 2002). This reimbursement covers all expenses for parking a POV at a PDS work site or TDY site where assigned to duty:

1. as a recruiter for any of the armed forces;
2. at an armed forces military entrance processing facility; or
3. while detailed for instructional and administrative duties at any institution where an SROTC unit is maintained.

For example: monthly parking expenses of \$135.00 would warrant reimbursement of \$110.00 while monthly parking expenses of \$320.00 would warrant reimbursement of \$185.00. Additionally, the statutory authority for this payment only extends to reimbursement of parking expenses. Contracting for parking must be derived from other legal authority.

NOTE: Taxes for lodging in foreign OCONUS locations are part of per diem/AEA and are not separately reimbursable.

6. fees for:

- a. currency conversion ***NOTE: Travelers are not authorized reimbursement for losses, nor liable for gains resulting from currency conversions (63 Comp. Gen. 554 (1984));***
- b. cashing U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries (this does ***not*** include cashing ***salary*** checks/drafts);
- c. airport transit, services charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in ticket cost (52 Comp. Gen. 73 (1972)); and
- d. energy surcharge and/or resort fee (when the fee is not optional);

7. CTO service and processing fees;

8. transportation-related tips for taxis, limousines, and courtesy transportation;

9. public or special conveyance costs to and from the transportation terminal (see Chapter 3, Part E);

10. customary tips for handling ***any baggage*** at transportation terminals; and

11. similar travel and transportation related expenses (i.e., ***Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.***)

B. **TDY Travelers.** In addition to those expenses listed in par. U4520-A, reimbursable expenses for TDY travelers include:

1. POC transportation costs to and from the transportation terminal (see par. U3320);

2. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including associated tips) to and from the terminal (see par. U3320);

3. trip insurance to cover potential damage, personal injury, or death to third parties liability when travel is authorized by Government conveyance/POC and a Service-designated official determines that legal requirements or procedures ***of the foreign country*** involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

4. authorizing/order-issuing official authorized/approved expenses for:

- a. services, including associated equipment needed for reports/correspondence preparation;
- b. clerical assistance;
- c. services of guides, interpreters, packers, or vehicle drivers;
- d. storage of property used on official business;
- e. room rental (used for official business) at a hotel/other place;
- f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this ***does not include travel expenses*** incurred for obtaining the required inoculations);

- g. official local and long distance phone calls (see par. U4505);
- h. excess baggage transportation costs (see par. U3015-C);
- i. conference registration fees;
- j. dual lodging costs (see par. U4125-A1i);
- k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled ***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***
- l. expedited charge card delivery (*effective 1 May 2001*);
- m. delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card ***only*** for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);
- *n. late check-out fees for lodging;

5. Certain laundry/dry-cleaning expenses

- a. The cost incurred during TDY travel (***not after returning to/arriving at PDS***) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel ***within CONUS*** requires at least 7 consecutive nights TDY lodging ***in CONUS*** (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).;
- b. The cost incurred during TDY/PCS travel for personal laundry/dry-cleaning and pressing of clothing ***is not*** a separately reimbursable expense for ***OCONUS*** travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.;

- 6. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
- 7. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes; and
- 8. customary tips for handling Government property at terminals and hotels.

C. PCS Travelers. Members are authorized the expenses listed in par. U4520-A for PCS travel. In addition to those expense listed in par. U4520-A, the member is authorized reimbursement for:

- 1. POC transportation costs (mileage) to and from the transportation terminal (see par. U3320);
- 2. tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial vessels; and
- 3. when dependents travel without the member MALT, as prescribed in par. U5203-A, first itemization, item 3 for POC travel, when POC used to and from the transportation terminal.

U4525 NOT USED

U4535 REGISTRATION FEES

Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. When the registration fee includes the cost of meals, the per diem is computed under par. U4125-A3g(2).

U4539 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED

Miscellaneous preparatory travel expenses (e.g., fees for traveler's checks, passport and visa fees, communications service.) incurred prior to order change are reimbursable provided the action taken is beyond the member's control, in the interest of the Government and a refund unobtainable.

2. Accompanied to Unaccompanied Tour. Par. U5222-C4 applies. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to HHG transportation.

NOTE 1: HHG acquired after the effective date of PCS orders but before entering the IPCOT may be shipped under this subparagraph.

NOTE 2: The weight of HHG shipped on the original PCS orders is not deducted from the weight allowance authorized for the IPCOT move. Following the IPCOT, the applicable PCS weight allowance in par. U5310-B applies.

3. Accompanied to Accompanied Tour. A member who acquires dependents after the effective date of PCS orders, but before entering an IPCOT, is entitled to HHG transportation if the dependents are command-sponsored. Entitlement in this case is from the location of HHG to the current PDS, up to the cost from member's old PDS to current PDS.

NOTE 1: HHG acquired after the effective date of PCS orders but before entering the IPCOT may be shipped under this subparagraph.

NOTE 2: The weight of HHG shipped on the original PCS orders is not deducted from the weight allowance authorized for the IPCOT move. Following the IPCOT, the applicable PCS weight allowance in par. U5310-B applies.

J. Consumable Goods Allowance Incident to Tour Extension or IPCOT. Transportation of consumable goods for a tour extension or an IPCOT at a PDS in an area listed in Appendix F may be authorized/approved through the Secretarial Process.

U5372 HHG TRANSPORTATION WHEN A MEMBER IS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

NOTE: See par. U5241 for related dependent transportation.

A. General. This paragraph prescribes the HHG transportation entitlement of a member on active duty who is officially reported as dead, injured, ill, or absent for a period of more than 29 days in a missing status (37 U.S.C. §554), and of a member who dies while entitled to basic pay (37 U.S.C. §406(f)). For members who die after retirement or release from active duty, see par. U5365-K.

B. Limitations

1. Destination. HHG transportation may be authorized/approved under this paragraph only if a reasonable relationship exists between the circumstances of the applicant and the destination to which transportation is requested.

2. Weight. The HHG weight limitations in par. U5310-B do not apply. The HHG weight of members of the Defense Services is subject to the 18,000 pounds (net) weight limitation imposed by 37 U.S.C. §406(b)(1)(D).

3. Time. The HHG transportation entitlement under this paragraph terminates if HHG are not turned over to a transportation officer or to a carrier for transportation within 1 year from the date of the official status report or within 1 year after the member dies while entitled to basic pay. However, if HHG are not turned over within such period, transportation at a later date may be authorized/approved through the Secretarial Process (see par. U5012-I). If the estate of the decedent becomes the subject of litigation during the authorized time limit, the HHG may be transported within 1 year from the date of the final court decree.

C. When Authorized

1. General. HHG transportation is authorized to a member's HOR or to the residence of the member's

dependents (including the member's spouse in the case of a member-married-to-member couple), next of kin, or other person entitled to receive custody of the HHG when official notice is received that the member is:

- a. dead,
- b. injured or ill and the anticipated period of hospitalization or treatment is expected to be of prolonged duration as shown by a statement of the commanding officer at the receiving hospital, or
- c. absent for a period of more than 29 days in a missing status.

Subject to par. U5372-B, special routing and services are authorized under par. U5340-E when desired by the member (if injured or ill), the member's dependents, next of kin, or other person entitled to receive custody of the HHG. In addition, when dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the OCONUS HHG may be transported to NTS under par. U5380, and/or a part of the HHG may be transported to the interim location where the dependents are to reside pending a decision on where to exercise the entitlement to a final HHG move. Within the time limit established in par. U5372-B3, the HHG may later be transported to the final destination requested by the dependents and authorized/approved under par. U5372-B1. If the dependents take physical possession of the HHG at the interim location, they must agree to bear all costs in excess of the cost of transporting the HHG in one lot from the OCONUS origin to the final destination via that interim location. In determining the excess costs, the cost of authorized temporary storage in transit are part of the cost of one shipment from origin to final destination. HHG in NTS, at a designated place or specific location, may be transported to that interim location at Government expense for the dependents' use only if their final destination is at that same location.

2. Additional Moves

*a. Change in Status. HHG transported under par. U5372-B1 may again be moved when official notice is received that the member's status has changed from one to another of those listed in par. U5372-C1.

b. No Change in Status-Member Reported as Missing for More than 1 Year. HHG transported under par. U5372-C1 again may be moved when the member has been officially reported as absent or a period of more than 1 year in a missing status when it is determined through the Secretarial Process that the circumstances in the case justify an additional move. Also, if a mobile home was previously moved under par. U5545-A, HHG may be transported under this subparagraph.

D. Storage

1. General. When the identity of the person entitled to receive the HHG of a member referred to in par. U5372-A is not known or is subject to litigation or, if known, the person has not been located and notified to take custody of the HHG, the HHG may be stored or continued in storage until such time as proper disposition can be made.

2. Temporary Storage. Temporary storage of HHG turned over for transportation within the time limits stated in par. U5372-B may be authorized/approved under par. U5375. Temporary storage in excess of 180 days is at the expense of the person for whom transportation is being made.

3. Non-temporary Storage

a. Upon Death. Upon request of the dependent, HHG of a member who dies while entitled to basic pay may be placed in NTS in accordance with par. U5380-L17.

b. Absent in a Missing Status. When a member is officially reported as absent for a period of more than 29 days in a missing status, NTS is authorized in accordance with par. U5380-L18.

PART C: REIMBURSEMENT FOR RECRUITING EXPENSES

Effective 18 June 2002

**NOTE: See Chapter 3, Part G for PDS work site and TDY parking reimbursement.*

U7030 ENTITLEMENT

A member of an Armed Force permanently assigned to a recruiting organization, assigned recruiting duties as either primary or additional duties, is authorized reimbursement for actual and necessary costs of:

1. snacks, non-alcoholic beverages, and occasional lunches and dinners purchased for prospective recruits and candidates, their immediate families, and other individuals who directly assist the recruiting effort;
2. parking fees at itinerary stops;
3. official telephone calls;
4. photographic copies of vital documents for prospective recruits and candidates, such as birth certificates, school transcripts, diplomas, and registration certificates;
5. other small, necessary recruiting expenditures; and
6. personally procured and consumed meals at non-Government events when:
 - a. a meal is incidental to the event and the recruiter is required to participate because of assigned duty;
 - b. attendance during meal time is necessary to full participation in the business of the function; and
 - c. the recruiter is not free to take the meal elsewhere without being absent from the essential formal purpose of the event.

Except in unusual cases, reimbursements should not exceed \$75 in any month. Reimbursement is not authorized for expenses covered or prohibited by other Service regulations or elsewhere in this Volume (e.g., TDY and local travel expenses or meals purchased by the recruiter for personal consumption).

U7033 ADVANCE OF FUNDS FOR RECRUITING EXPENSES

Service regulations may authorize funds advances.

3. box lunches, in flight meals, or rations furnished by the Government on military aircraft.

NOTE: *In-flight snack meals purchased at the member's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.*

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. owned by an agency;
2. assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. leased by the Government for 60 days or longer from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A Government-furnished automobile or a Government aircraft.

GOVERNMENT MEAL RATE

The daily rate (discount or standard) charged for meals in a Government dining facility.
Effective 1 October 2001.

1. Discount Government Meal Rate: \$6.75 per day
2. Standard Government Meal Rate: \$8.10 per day

NOTE: *Also see DISCOUNT GOVERNMENT MEAL RATE.*

GOVERNMENT MESS. *See GOVERNMENT DINING FACILITY/GOVERNMENT MESS.*

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

GOVERNMENT QUARTERS.

1. Sleeping accommodation owned, operated, or leased by the U.S. Government;
2. lodgings or other quarters obtained by U.S. Government contract;
3. quarters in a state-owned National Guard camp;
4. sleeping facilities in a National Guard armory when these facilities actually are used or competent authority for annual or year-round annual training directs their use even though not used;
5. temporary lodging facilities as defined in this Appendix;
6. permanent lodging facilities on a U.S. installation, owned and operated by private corporation, if the use of these facilities is directed by Service regulations;
7. family-type housing owned or leased by the U.S. Government.

NOTE 1: *Government quarters include guest houses, officers clubs, operations hotels, bachelor officers quarters, visiting officers quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant on a Navy Mine Defense Laboratory offshore platform. Also included are family type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.*

NOTE 2: *Standards of adequacy are prescribed by the Office, Secretary of Defense, and implemented by appropriate Service regulations.*

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (*Also see GOVERNMENT CONVEYANCE.*)

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. **NOTE:** *Members, traveling together under orders directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.*

HOME OF RECORD (HOR). The place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

NOTE 1: *The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.*

NOTE 2: *Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.*

NOTE 3: *An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place where then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.*

HOME OF SELECTION (HOS). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions stated in JFTR, par. U5130-A1

***HOUSEHOLD GOODS (HHG).** Items (*except those listed in 2 and 3*) associated with the home and all personal effects (see **NOTE 1**) belonging to a member and dependents on the effective date (see **NOTE 2**) of the member's PCS or TDY order that legally may be accepted and transported by an authorized commercial transporter.

NOTE 1: *See par. U5310-E for articles involving weight additives.*

NOTE 2: *HHG acquired after the effective date of orders but before entering an IPCOT may be shipped when par. U5370-I1b or U5370-I2 applies.*

1. HHG also include:

- a. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed are not calculated in the member's weight allowance and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);
- b. spare POV parts (see the definition in this Appendix) and a pickup tailgate when removed;

- c. integral or attached vehicle parts that must be removed due to their high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
 - d. consumable goods for members ordered to locations listed in Appendix F;
 - e. vehicles other than POVs (such as motorcycles, mopeds, hang gliders, golf carts, jet skis and snowmobiles and their associated trailers);
 - f. boats; and
 - g. ultralight vehicles (defined in 14 C.F.R. Sec 103 as being single occupant; for recreation or sport purposes; weighing less than 155 pounds if unpowered or less than 254 pounds if powered; having a fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots).
2. HHG *do not* include:
- a. personal baggage when carried free on commercial transportation;
 - b. automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; horse trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
 - c. live animals including birds, fish and reptiles;
 - d. articles that otherwise would qualify as HHG but are acquired after the effective date of PCS orders, except:
 - (1) bona fide replacements for articles that have become inadequate, worn out, broken, or unserviceable on/after the effective date of orders, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the United States for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (62 Comp. Gen. 514 (1964)); or
 - (2) replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));
 - e. cordwood and building materials (B-133751, November 1, 1957 and B-180439, September 13, 1974);
 - f. HHG for resale, disposal or commercial use;
 - g. privately owned live ammunition (B-130583, May 8, 1957);
 - h. hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See DoD 4500.9-R, DTR, Part IV, for examples of hazardous materials.
3. Law or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include articles:
- a. liable to impregnate or otherwise damage equipment or other property (e.g., home canned items; liquid articles that are highly susceptible to breakage or leakage);
 - b. that cannot be taken from the premises without damage to the article or the premises (e.g., bookcases built into walls); and

c. that are perishable (including frozen foods), or that require refrigeration, or that are perishable plants unless,

(1) Shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,

(2) No storage is required, and

(3) No preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.

HOUSEHOLD GOODS TRANSPORTATION See **TRANSPORTATION, HHG**. **INACTIVE DUTY TRAINING.**

1. Inactive duty that is:

a. duty prescribed for members of a Reserve component by the Secretary concerned, or

b. special additional duty authorized for members of a Reserve component by an authority designated by the Secretary concerned and performed by them on a voluntary basis in connection with prescribed training or maintenance activities of the units to which they are assigned.

2. The duties in 1a above, when performed by members of the National Guard, including:

a. unit training assemblies;

b. training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

NOTE 1: *This term does not include work or study for a correspondence course of a uniformed service.*

NOTE 2: *For pay purposes, inactive duty training must be performed under orders, cover a specific assignment, and have a prescribed time limit.*

INITIAL ACTIVE DUTY TRAINING. The initial active duty training of a non-prior service enlistee, that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT). A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. **NOTE:** *The effective date of an IPCOT order is the first day of duty on the new tour. No PCS movement is involved.*

INVITATIONAL TRAVEL. See **TRAVEL, INVITATIONAL**.

8. CTO service and processing fees;
9. authorized/approved expenses for:
 - a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental at a hotel/other place used for official business;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (this *does not include travel expenses* incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. T4060-B5);
 - h. excess baggage transportation costs;
 - i. conference registration fees;
 - j. dual lodging costs; ***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.***
 - k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled; ***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***; and
 - l. expedited charge card delivery (*effective 1 May 2001*);
 - m. delinquent payment fees for late payments involving the Government-sponsored Contractor-issued Travel Charge card *only* for those personnel who are placed in the category of mission critical travel, who are unable to file a travel voucher and pay the travel card bills because of the specific circumstances of the travel, and through no fault of their own. (See the revised guidance to DoDFMR, Volume 9, Chapter 3, found in USD(C) memorandum dated May 7, 2002 for definition of mission critical personnel and processing requirements);
 - *n. late check-out fees for lodging;
10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
11. tips for taxis and limousines;
12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);
13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);
14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
15. **MEMBERS/EMPLOYEES**: tips for handling *Government property at terminals and hotels*;
16. **UNIFORMED MEMBERS ONLY**: customary tips for handling *any baggage* at transportation terminals;

17. CIVILIAN EMPLOYEES ONLY

a. The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is* a separately reimbursable travel expense when travel *within CONUS* requires at least 4 consecutive nights TDY/PCS lodging in CONUS.;

b. The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.;

(Effective 1 April 2001)

18. UNIFORMED MEMBERS ONLY:

a. The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing, up to an average of \$2 per day, *is* a separately reimbursable travel expense when TDY travel *within CONUS* requires at least 7 consecutive nights TDY lodging in CONUS. (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16);

b. The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing *is not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem authorized for OCONUS travel.; and

19. similar travel related expenses ***NOTE: Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.***

F. Reimbursement for Travel Expenses At the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location.

2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):

- a. duty sites,
- b. lodgings,
- c. dining facilities,
- d. drugstores,
- e. barber shops,
- f. places of worship,
- g. cleaning establishments, and
- h. similar places required for the traveler's subsistence, health or comfort.

3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.

4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.

5. Travelers must note the required miles driven.